

**BY ORDER OF THE COMMANDER,
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION 31-204
13 NOVEMBER 2008**



Security

**MISAWA AIR BASE MOTOR VEHICLE
TRAFFIC SUPERVISION (PA)**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, Integrated Defense. This instruction applies to all units assigned and attached to Misawa Air Base (MAB), Japan. It also applies to all United States Forces personnel (including active duty, reserve, cadets, midshipmen and civilian), their dependents in Japan, United States official contractors and their employees under Article XIV, Status of Forces Agreement (SOFA) and United Nations Command, Rear Liaison (UNC(R)LNO) officers visiting USFJ facilities. It also applies to both appropriated and non-appropriated fund activities of United States Forces and such other activities located in Japan at the invitation of USFJ. This publication requires the collection and maintenance of information protected by the privacy act of 1974. This includes, but is not limited to, expansion on the contents of Air Force (AF) Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*, and United States Forces, Japan (USFJ) Instruction (USFJI) 31-205, *Motor Vehicle Operations and Traffic Supervision*, and AFI 31-218 (I) *Motor Vehicle Traffic Supervision*. It's directive in nature and violators are subject to disciplinary action. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. Introduction

1.1. General Information

1.1.1. Program Management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on MAB.

1.1.2. Delegation of Authority. The Installation Commander has designated the 35th Mission Support Group Deputy Commander (35 MSG/CD) as the representative for traffic supervision matters. As such, the 35 MSG/CD acts as the Installation Commander's representative to identify high-risk drivers, and evaluate administrative and disciplinary actions concerning traffic offenders. The 35th Mission Support Group Civilian Deputy Commander (35 MSG/DD) will fill this position during the absence of 35 MSG/CD.

1.1.3. Licensed drivers in Japan are considered professional Drivers under Japanese law; which holds each driver to a negligent-free driving standard. Negligent driving may be considered criminal conduct under Japanese Law. If you are found guilty of negligence in an accident, and alcohol is a contributing factor, punishment can include a jail sentence and/or a substantial fine.

2. Driving Privileges

2.1. Requirements for Driving Privileges.

2.1.1. "Driving privilege" as used in this instruction, includes the privileges extended by the installation commander (35th Fighter Wing Commander [35 FW/CC]) to drive on Misawa AB as well as anywhere else in Japan, based on the issuance of USFJ Form 4EJ, U.S. Forces, Japan Operator's Permit for Civilian Vehicle (PA), Air Force (AF) Form 2293, US Air Force Motor Vehicle Operator Identification Card, or Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card. Acceptance of that privilege compels compliance with the laws and instructions governing motor vehicle operation and registration within Japan. All SOFA personnel (military personnel, Department of Defense (DoD) civilian employees, DoD contractors, and family members) must produce upon request from the security forces, the following:

2.1.1.1. 35 FW Form 71, Military Registration and Certificate of Title of Motor Vehicle.

2.1.1.2. AF Form 2293, Operator's Permit for Government Vehicles.

2.1.1.3. USFJ Form 4EJ, Operator's Permit for Civilian Vehicle.

2.1.1.4. DoD Identification card (SOFA personnel).

2.1.1.5. Proof of Japan Compulsory Insurance (JCI) and property damage liability insurance (PDI). All vehicles registered in Japan must have valid JCI. Military and DoD civilian personnel covered by the SOFA are additionally required to have PDI on all registered vehicles, IAW USFJI 31-205.

2.1.1.5.1. Owners of registered POVs will ensure the vehicle is not operated without valid JCI and PDI. Owners whose insurance has elapsed, will not operate the vehicle until insurance requirements have been met.

2.1.1.6. Current year USFJ Form 15A, Vehicle Registration Decal (for Use on 4-Wheel Vehicles), or USFJ Form 15B, Vehicle Registration Decal (for Use on 2-Wheel Vehicles), properly affixed to the motor vehicle.

2.1.1.7. Japan vehicle registration (inspection) card, with Japanese road-use tax stamp attached (not applicable to motor vehicle assigned "OV" numbers).

2.2. Requirements for issuance of USFJ Form 4EJ.

2.2.1. All SOFA personnel requiring an USFJ Form 4EJ must attend Traffic Safety Course II, Local Conditions provided by the 35th Fighter Wing Safety Office and pass a written test before issuance of the permit. SOFA personnel PCS'ing from another USFJ installation and in possession of a valid USFJ Form 4EJ must attend the 35 FW/SEG Traffic Safety Course II before driving.

2.2.2. Personnel failing the written test must re-attend the traffic safety course and pass the test.

2.2.3. Personnel who do not possess a valid USFJ Form 4EJ will not be allowed to operate their vehicle, except as specified in this instruction.

2.2.4. SOFA personnel 25 years of age or younger, are required to receive a safety briefing from their unit commander or first sergeant prior to being issued a USFJ Form 4EJ. The wing Safety Office will provide unit commander's the USFJ Form 4EJ for these individuals upon completion of the Traffic Safety course and test. Unit commanders or first sergeants will then accomplish the individual safety briefing and issue the USFJ Form 4EJ only when they are confident the individual understands their safe driving responsibilities.

2.2.5. USFJ personnel who lose their USFJ Form 4EJ, and are unable to show proof of course completion, will be required to attend the wing Traffic Safety Course II, prior to re-issuance.

2.2.6. US Forces personnel will not rent, lend, or permit the use or operation of their SOFA plated privately owned vehicles (POV) by persons other than those who possess a valid USFJ Form 4EJ. Any violation will result in a suspension or revocation of driving privileges for up to one year and/or up to a six-point assessment for the registered owner of the vehicle.

2.2.7. Personnel who do not have a valid stateside driver's license or international driver's license are required to complete an initial driver's course. For current information on this course, contact 35 SFS/Pass and Registration at 226-3995.

2.2.8. Personnel who are TDY or TAD, and are required to drive off-base, will be issued a USFJ Form 4EJ with a TDY stamp after successful completion of 35 FW/SE Course II.

2.2.8.1. Unit VCO/VCNCOs may conduct the TDY local conditions briefing using the lesson plan provided by 35 FW/SEG. VCO/VCNCOs will issue TDY members an AF Form 483, Certificate of Competency for "GOV On Base ONLY" after conducting the local conditions briefing.

2.2.8.2. Personnel are not required to possess a USFJ 4 EJ when operating a GOV on-base.

2.2.9. In accordance with Government of Japan (GOJ) law, POVs are required to pass a safety inspection periodically, usually every 2 years. All vehicles imported by USFJ personnel are considered new vehicles when first presented for the initial inspection regardless of date of manufacture. Prior to issuance of the inspection certificate and inspection sticker (issued upon successful completion of inspection), proof of valid Japanese Compulsory Insurance (JCI) and liability insurance must be presented to inspection officials. The 2-year period of validity for safety inspections is annotated on each Japanese vehicle title.

2.2.10. Liability insurance is not required for motorcycles or mopeds when base wide motorcycle operation has been suspended by the 35 FW/CC; however, JCI is still required at all times.

2.2.11. Vehicle Relocation: The following conditions will result in immediate relocation by 35 LRS and 35 SFS.

2.2.11.1. Any unattended vehicle parked within a restricted area or within 30 feet of a restricted area, which cannot be immediately identified.

2.2.11.2. Any vehicle impeding the installation snow removal plan.

2.2.11.3. Any vehicle causing an immediate hazard or obstructing the flow of traffic.

2.2.11.4. Any vehicle left within minimum standoff zones established for Force Protection Conditions.

2.3. Suspension or Revocation of Driving Privileges.

2.3.1. For the purpose of this instruction suspension is for 6 months or less, while a revocation is greater than 6 months.

2.3.1.1. Individuals whose driving privileges are suspended or revoked will surrender their USFJ Form 4EJ to 35 Security Forces Squadron Reports and Analysis.

2.3.1.2. Any SOFA person under 20 years of age observed or determined to have consumed an alcoholic beverage, regardless of whether a vehicle is involved or not, will have their driving privileges suspended for a period of 6 months.

2.3.2. Security Forces will immediately confiscate USFJ Form 4EJ from individuals who have been apprehended or detained by Japanese Police, or Security Forces, when evidence indicates that the individual has been Driving Under the Influence (DUI), or refused to comply with the implied consent policy.

2.3.2.1. Security Forces personnel will immediately confiscate USFJ Forms 4EJ from personnel who operate a vehicle with expired JCI or Liability Insurance.

2.3.3. Suspension of driving privileges for failure to wear seat belt.

2.3.3.1. Upon notification, unit commanders will confiscate and hold USFJ Forms 4EJ of personnel cited for not wearing seat belts and prohibit vehicle operation for 1 month. Unit must notify by Email the start and end date of the suspension to 35 SFS/S-5/RA.

2.3.3.2. Personnel must complete the Defensive Driving CBT through the base safety office before driving privileges are reinstated.

2.3.3.3. The unit commander will annotate the suspension dates and Defensive Driving CBT and classroom lecture completion date in the commander's action block of the DD Form 1408, Traffic Ticket, Armed Forces.

2.4. Administrative Process for other Suspensions and Revocations

2.4.1. Upon notification from Security Forces the commander/first sergeant will notify the individual concerned.

2.4.2. After notification of pending suspension or revocation, the individual will have 1 duty day to report to 35 SFS to acknowledge suspension/revocation action.

2.4.3. At no time will a suspension or revocation be automatically reinstated. All reinstatements must be requested in writing through the unit commander, and processed through 35 SFS/S5/RA.

2.4.4. Individuals notified of a suspension/revocation may appeal as outlined in paragraph 5.2.

2.4.5. Restricted Driving Privileges.

2.4.5.1. All requests (see Attachment 2) for limited driving privileges must be endorsed by the unit commander and processed through 35 SFS/S-5/RA for the 35 MSG/CD. If approved, a copy of the restricted driving letter will be kept in the vehicle at all times.

2.4.5.2. Personnel whose license is revoked and not granted restricted driving privileges must properly deregister, sell or dispose of their vehicle within 10 days. Households with more than

one licensed driver may request a waiver of this provision from MSG/CD through their respective unit commander.

2.4.6. All requests for full reinstatement of driving privileges must be endorsed by the respective unit commander and processed through 35 SFS/S-5/RA. Reinstatement will only be approved upon successful completion of Driver Improvement and Rehabilitation Course (Course V).

2.4.7. Any SOFA member whose privileges were suspended/revoked for an alcohol related incident must show proof of attendance/release from ADAPT program.

2.5. Driver Improvement and Rehabilitation Course (Course V).

2.5.1. This training course is intended as a driver skill improvement and traffic offender rehabilitation course. Personnel convicted of serious moving traffic violations with a 6 point assessment or greater (IAW AFI 31-204, table 5.2. and Attachment 5 of this instruction), or who have been determined to be at fault in a traffic accident involving a GMV must attend this training. First Sergeants and/or unit commanders refer personnel to 35 FW/SEG for Course V enrollment. Personnel required to attend Course V must complete it within 90 days. Course V will be conducted in two parts:

2.5.1.1. Personnel must complete the Defensive Driver CBT at 35 FW/SEG within 7 days. After completion of the CBT and classroom lecture, drivers will be allowed to operate motor vehicles unless prohibited by more strict guidance. First Sergeants and/or commanders will use procedures identified in para 2.3.3.-2.3.3.3. of this instruction to annotate completion of the CBT.

2.5.1.2. After completion of the CBT personnel will attend the classroom portion of Course V. 35 FW/SEG will notify unit commanders/First Sergeants of a member's successful completion of Course V.

2.5.1.3. Course V is not required for reinstatement of privileges lost due to non-moving violations.

3. MOTOR VEHICLE REGISTRATION AND SAFETY

3.1. Registration Policy

3.1.1. SOFA personnel assigned to Misawa AB, or using its facilities, may not transfer or sell more than four vehicles between 1 January and 31 December of any calendar year. Transferring or selling four vehicles in a calendar year pertains to vehicles registered with 35 SFS/S5PI, and applies to giving power of attorney (POA), selling by POA, taking possession of, or otherwise participating in the sale of a motor vehicle. A family unit is authorized to own one 4-wheel and one 2-wheel vehicle per adult licensed driver (18 years of age and older); however, a family unit may not own more than two 4-wheel and two 2-wheel vehicles.

3.1.1.1. Permanent vehicle waivers are approved by the 35 SFS/CC for bona fide exceptional needs only, and which can not be mitigated without an additional vehicle. Justification should be specific and include as much information as possible. The duration of the waiver will not exceed the requester's DEROS date.

3.1.1.2. Personnel who wish to purchase a temporary additional vehicle above their limit will submit a 30-day additional vehicle waiver (Attachment 4) to the Pass and Registration Office (35 SFS/S5PI). Waivers must be approved prior to purchasing the additional vehicle. Only one waiver will be given per sponsor in any 6-month period. This waiver is non-transferable and will not be extended. Prior to the end of the 30-day period, the vehicle must be transferred to another owner, deregistered, properly disposed of, and removed from the installation at the owner's

expense. 35 SFS/S5PI will maintain approval letters on file until no longer valid. Waivers will be considered on a case-by-case basis for hardship reasons only.

3.1.1.3. USFJ Form 15A or 15B must be removed from vehicles upon termination, or transfer, of ownership.

3.1.1.4. Motorists with a valid need for a handicapped decal must provide 35 SFS/S5PI with a current letter from a medical care provider outlining the need and duration of handicapped access.

3.1.1.5. Owners are prohibited from parking severely damaged motor vehicles which are unable to be moved under their own power at any location other than the Auto Hobby Shop.

3.2. Vehicle registration and safety procedures, requirements, and forms will be IAW USFJ Instruction 31-205, *Motor Vehicle Operations and Traffic Supervision*.

3.2.1. Vehicles will be kept in working order at all times. Vehicles cited for safety defects will have 10 duty days to correct the defect. The owner will report to Security Forces Control Center (Bldg 646) with the vehicle to validate corrective repairs.

3.2.2. Unlicensed sponsors with licensed dependents may register a vehicle under the sponsor's name provided all vehicle registration requirements are met.

3.2.3. Special purpose vehicles such as off-road or recreational vehicles will be registered with 35 SFS/S5PI for local control purposes within 10 days of taking possession of the vehicle. These vehicles will be issued a 35 FW Form 71 indicating the vehicle was properly registered. Special purpose vehicles are only authorized to be operated at approved locations for the particular vehicle and will not be operated on Misawa AB or public roadways. Special purpose vehicles are not required to be insured. However personal insurance is strongly recommended. Examples of special purpose vehicles include ATVs and dirt-bikes.

3.2.4. Personnel TDY or on government orders to MAB for less than 6 months are not authorized to purchase/register a vehicle.

3.2.5. 35 FW Form 71 will be used as the MAB registration of POV's and as a pre-release from the disposition of abandoned vehicles. Personnel registering privately owned vehicles on MAB will sign a 35 FW Form 71 as a condition of registration.

3.2.6. Persons (including retirees) having SOFA status by virtue of their employment with the US Government or its instrumentalities are authorized registration of their vehicles under this paragraph. They will follow regular registration procedures and will be issued a USFJ Form 15A/B.

3.2.7. Retired personnel may register their vehicles on the installation, and will be issued a USFJ 15A/B.

3.3. Requirements for Local National Vehicle Registration.

3.3.1. Non-USFJ personnel and non-US citizen civilian employees [excluding occasional visitors] who operate POVs on MAB, must register their vehicles with 35 SFS/S5PI.

3.3.2. Must complete 35 FW Form 54, Application for Vehicle Registration.

3.3.3. For issuance of 35 FW Form 95EJ, Local National Vehicle Registration Decal, and 35 FW Form 96EJ, Local National Vehicle Registration Decal (JASDF) the following are needed:

3.3.3.1. 5 AF FORM 98EJ, Standard Pass, or 5 AF FORM 98aEJ, Temporary Pass.

3.3.3.2. Current driver's license.

3.3.3.3. Proof of JCI and current inspection.

3.3.3.4. Proof of title, JCI, and road tax (the title and JCI must be in the requestor's name).

3.3.4. The 35 FW Form 95 EJ will be displayed in the lower right-hand corner of the windshield while the vehicle is on MAB, in compliance with GOJ requirements.

3.3.5. The expiration date on the 35 FW Form 54 will coincide with the driver's gate pass or vehicle insurance, whichever is earlier.

3.4. Purchase or Sale of Vehicles.

3.4.1. Vehicle documentation must be provided to the 35 SFS no later than 5 duty days prior to final base out-processing for verification of proper disposition of the vehicle.

3.4.1.1. Military members will not depart Japan pursuant to permanent change of station (PCS) orders, retirement, separation, or otherwise permanently leave without previously selling, transferring, or deregistering POVs, or lawfully providing a special POA. These personnel are authorized to use a POA to dispose of their POVs for a period of 90-days after the effective date of their PCS, retirement, or separation. 35 SFS Pass and Registration may grant a 30 day extension for extenuating circumstances only. Requests must be submitted prior to the expiration of the POA.

3.4.2. Powers of attorney (POA) will only be accepted from individuals 18 years of age or older who have self-sponsored SOFA status, or from a SOFA family member spouse with at least 6 months left on station. 35 SFS will only accept POAs (general or special) if the registered owner is not physically present at MAB (TDY/ PCS). A POA is not valid if the individual is on any type of leave (i.e. ordinary or terminal). A copy of the sponsor's orders must accompany all POAs. POAs only good for 90 days, and are nontransferable. In the event the POA expires and the vehicle has not been disposed of, the vehicle is considered abandoned. The responsibility to enact the disposition process and payment of all associated fees lies with the unit or organization the registered owner of the vehicle was last assigned. Upon notification to the unit of the POA expiration, the unit has 14 days to complete the junking process and pay all associated fees. Vehicle owner should receive a Commander's Action Letter from the legal office when completing the POA.

3.4.3. Before buying/selling a vehicle, the seller must have at least 30 days of valid JCI remaining before the expiration date of the title and 7 days of liability insurance.

3.4.4. When personnel are buying/selling a vehicle to another person, both parties will report to Pass and Registration to transfer the vehicle in the new owner's name. 35 FW Form 97EJ, Conformation of Procedures for POV Registration/Transaction will be accomplished to order a new title in the purchaser's name. Personnel wishing to dispose of their vehicles will also report to Pass and Registration to accomplish this form to order their deregistration title. SOFA personnel may not engage in buying, selling, brokering, or transferring cars as a commercial enterprise. Buying and selling may be done only for personal use.

4. TRAFFIC PLANNING AND CODES.

4.1. Japanese traffic and vehicle safety laws are enforced on MAB. Additional traffic laws are listed in paragraph 5.1. of this instruction.

4.1.1. Personnel directing traffic have precedence over established traffic control signs and signals.

4.1.2. Japanese traffic and vehicle safety laws are enforced on Misawa AB.

4.1.3. 35 SFS controls the speed of traffic on the installation by means of observation, RADAR/LIDAR units, and/or pacing.

4.1.4. Speed Limits. Speed limits are designed to ensure the safe, expeditious and fluid movement of installation traffic.

4.1.4.1. Speed Restrictions on MAB are as follows:

- | | |
|--|--------|
| 4.1.4.1.1. CONDITIONS | SPEED |
| 4.1.4.1.2. On all roadways, except where posted. | 40 KPH |
| 4.1.4.1.3. In all residential or housing areas. | 30 KPH |
| 4.1.4.1.4. In all school zones during school hours or half the posted speed limit. | 25 KPH |
| 4.1.4.1.5. In all parking lots or areas and alleyways. | 13 KPH |
| 4.1.4.1.6. When passing troop movements. | 30 KPH |
| 4.1.4.1.7. When moving in reverse or backing up. | 10 KPH |
| 4.1.4.1.8. Vehicles being towed using approved equipment or vehicles | 30 KPH |
| 4.1.4.1.9. Road Construction | 15 KPH |
- 4.1.4.2. The installation commander may reduce base-wide speed limits due to extremely hazardous, or inclement, weather.
- 4.1.4.3. Other speed restrictions that apply may not be posted, but are implied:
- 4.1.4.3.1. Drive slower than the posted speed limit under the following situations:
- 4.1.4.3.1.1. Inclement weather.
- 4.1.4.3.1.2. When maneuvering through construction.
- 4.1.4.3.1.3. When approaching or following a military convoy or troop movement.
- 4.1.4.4. Do not drive a vehicle so slow as to impede the safe, fluid movement of traffic or create a potential traffic hazard.
- 4.2. Installation Traffic Codes. These provisions apply to all persons who operate motor vehicles and bicycles on MAB or any SOFA person in an area under the control and jurisdiction of the installation commander.
- 4.2.1. Traffic Control Devices. Each operator of a motor vehicle or bicycle must be knowledgeable and comply with base traffic signs, markings, and the instructions of authorized traffic controllers.
- 4.2.2. Yield to all pedestrians who are within, or about to enter, pedestrian crossings. Proceed only after pedestrians have completely cleared the crosswalk.
- 4.2.3. Operators of bicycles, mopeds, and motorcycles under 50cc will use the extreme left edge of the roadway. When bicycles are operated on roadways, bicycle operators will obey all traffic laws, and ride with the flow of traffic.
- 4.3. Traffic Accident Investigation Reports.
- 4.3.1. Any person who is involved in, witnesses, or first arrives at the scene of a motor vehicle accident on base, or involving SOFA personnel off base, will immediately notify security forces. Individuals will also provide information requested by security forces and remain on scene until released. If a vehicle operator is involved in an accident on-base with an unattended vehicle, the operator will make all efforts to locate the owner of the unattended vehicle. If no contact can be made, the operator must contact Security Forces and inform SF personnel the owner could not be located. The operator will then follow instructions given by SF personnel. Individuals involved in minor vehicle accidents off base, outside of Misawa City, must immediately notify security forces, then physically report to the security forces control center within 72 hours to complete an accident report.
- 4.3.1.1. For on-base accidents, 35 LRS may tow disabled vehicles that present a roadway safety hazard. The 35 LRS will only tow the vehicle to a point where it does not pose a hazard. It is the owner's responsibility to ensure their vehicles are removed from the area within 72 hours. If the vehicle is needed for investigative purposes, 35 LRS may tow the vehicle to the 35 SFS impoundment lot.
- 4.3.1.2. Major and minor accidents are defined as:

4.3.1.2.1. Major: An accident with major disabling damage, or with injuries/potential injuries, death, or involved in a criminal offense (i.e. drunken or reckless driving).

4.3.1.2.2. Minor: All accidents not classified as major.

4.4. Parking.

4.4.1. Parking on MAB is only authorized in areas that are specifically designated as parking areas. These areas are designated through the use of two white lines separating parking spots. Emergency response vehicles, when on official business, are always considered legally parked, even if no markings exist.

4.4.2. It is prohibited to:

4.4.2.1. Park in any area not designated as a parking area.

4.4.2.2. Park on a sidewalk, or in any place blocking a driveway, entrance, or exit way.

4.4.2.3. Park in such a way that blocks a traffic control device.

4.4.2.4. Park within 15 feet of an intersection, fire hydrant, or crosswalk.

4.4.2.5. Park within 20 feet of a fire station driveway or railroad track.

4.4.2.6. Park in such a way that blocks a dumpster, similar refuse collection container, or building.

4.4.2.7. Park adjacent to roadway construction in such a manner that blocks traffic.

4.4.2.8. Double-park or park in front of or to the rear of any vehicle preventing free movement to exit.

4.4.2.9. Park against the flow of traffic on 1-or 2-way streets, access roads, thoroughfares, driveways, or driveways at tower apartments.

4.4.2.10. Park on seeded, grassed, or unpaved areas not designated for parking.

4.4.2.11. Park in someone else's reserved parking space.

4.4.2.12. Park beyond the designated time limits in designated time limit parking areas.

4.4.2.13. Park beyond 72 hours in public parking lots other than designated long term parking areas.

4.4.2.14. Park in any fire lane. The entire driveway of tower buildings is considered a fire lane.

4.4.2.15. Park in slots designated for the handicapped without a handicap decal displayed on vehicle.

4.4.2.16. Park within 30 feet of a bus stop.

4.4.2.17. Leave a parked vehicle unattended with the engine running. (Exception - when in a housing or tower designated parking slot during winter season [15 November thru 31 Mar] may be running to warm up the vehicle).

4.4.2.18. Park in slots designated for childcare drop-off or pickup unless doing same, except during non-operational hours of the facility.

4.4.2.19. Where parallel parking is authorized, park vehicles parallel within 12 inches of the left curb. Where there is no curb, park vehicles as far left as the hard surface permits. Angular parking is authorized only where painted lines are indicated.

4.4.2.20. In areas where spaces are provided for 2-wheel vehicle parking, operators of these vehicles should use these designated parking slots first. 4-wheeled vehicles may use these parking slots during periods when motorcycle use is prohibited.

4.5. Long-Term Parking Space. Long-term parking of privately owned vehicles is permitted as outlined in this instruction.

4.5.1. Long-term vehicle parking is permitted for personnel going TDY/TAD, or on extended leave. The parking is located at "Rocky's Roost", located at the corner of Falcon Drive and

Lincoln Drive. The owner or person in control of the vehicle(s) will adhere to the provisions of this section.

4.5.1.1. The vehicle must have a valid Base Registration Decal, from Misawa AB, Japan.

4.5.1.2. The owner, or person in control of the vehicle will present positive identification and current leave or TDY (Temporary Duty) orders to the Pass and Registration Office counter and obtain a Long Term Parking Permit, (Attachment 6) which must be placed in the lower right hand corner of the vehicle windshield.

4.5.1.3. The owner/operator will fill out the Long Term Parking Request.

4.5.1.4. Parking is limited for the duration of the TDY or leave.

4.5.1.5. Parking of mopeds, camper trailers, camper shells, dirt and trail-type motorcycles, bicycles, boats, or trailers is strictly prohibited in the Long Term Parking lot.

4.6. Parking Wardens.

4.6.1. Unit commanders may designate in writing parking wardens for facilities under their control. Parking wardens will be authorized to issue DD Form 1408, Armed Forces Traffic Ticket, to illegally parked vehicles at their facilities only.

4.6.2. All parking wardens must complete training provided by 35 SFS Reports and Analysis Section (35 SFS/S-5/RA) before issuing any citations.

4.6.3. Tickets that are incomplete or were written by personnel not designated as a parking warden will not be processed and will be returned to the unit.

4.7. Driving Under the Influence

4.7.1. Security Forces personnel incorporate results from three Standardized Field Sobriety Tests (HGN, One-leg Stand, and Walk and Turn), observation techniques, and ability to follow simple instructions as cues to determine probable cause for drivers suspected of driving under the influence (DUI).

4.7.2. Under the Implied Consent Policy, the prescribed evidentiary test for obtaining blood-alcohol concentration on MAB is via blood. The driver does not have the right to legal counsel when determining if he/she will consent to the blood test.

4.7.2.1. If the blood test is refused, the driver will lose their base driving privileges for a period of not less than 12 months.

4.7.3. Security forces will complete Security Forces Management Information System (SFMIS), Incident Report, titled Drunken Driving, for all instances with results above .03 BAC, or when an operator refuses to provide a sample but circumstances indicate the presence of alcohol.

4.7.3.1. All active duty military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident must attend the appropriate alcohol program for their specific military branch. The 35 MSG/CD will determine the actions taken against all non-military, SOFA status personnel.

4.8. Overtaking and Passing.

4.8.1. Passing is permissible on the right under the following conditions:

4.8.1.1. Slow moving industrial vehicles may be passed provided the oncoming lane is clear of traffic or the passing movement can be completed safely before coming within 200 feet or 60 meters of oncoming traffic. This action can only occur once the vehicle has acknowledged your intent to pass and yielding to the left to avoid a hazard. This does not apply to snow removal equipment or explosive laden vehicles.

4.8.1.2. The movement can be completed before coming within 100 feet of any intersection or railroad crossing.

4.8.2. Passing is not permissible when:

4.8.2.1. Nearing a curve or crest of a hill where the driver's view is limited and safe passing cannot be assured.

4.8.2.2. Coming within 100 feet of any bridge, culvert, tunnel, or crosswalk.

4.8.2.3. Weather and road conditions result in hazardous conditions.

4.8.3. Driving on Roadways. Roads on MAB are divided into one, two, and three lanes.

4.8.3.1. The following rules apply:

4.8.3.1.1. On 1-lane roads, travel in the direction indicated consistent with the flow of traffic.

4.8.3.1.2. On 2-lane roads travel in the left lane except when making an authorized passing movement or turn.

4.8.3.1.3. On 3-lane roads where two lanes are moving in the same direction, do not drive in the inner (turning) lane except when intending to execute a right turn at a given point along the roadway, or when directed by a traffic controller or traffic signs indicating otherwise.

4.8.4. Right of Way. Yield to specific vehicles under the following circumstances:

4.8.4.1. At all yield signs when obliged to yield to other traffic present.

4.8.4.2. To all pedestrian traffic crossing a roadway at a marked crosswalk.

4.8.4.3. To all troop movements and military convoys or vehicles engaged in road construction that display appropriate flashing lights.

4.8.5. Do not pass when red/yellow lights are flashing on all passenger/school buses when loading or off-loading passengers. (Vehicles approaching the bus from any direction must come to a complete stop no closer than 20 feet from such buses).

4.9. Turning, Stopping, and Appropriate Signaling.

4.9.1. The Operator of a Motor Vehicle will:

4.9.1.1. Left Turn. Make the approach for the left turn and the execution of the turn as close as practical to the left-hand curb or edge of the roadway. Left turns on red lights at intersections controlled by traffic lights are authorized where posted.

4.9.1.2. Right Turn. Approach the turn in the extreme right-hand lane, or as close to the center-line as possible. Initiate the turn when clear to do so and leave the existing roadway to enter the extreme left-hand lane safely. Do not cross into the oncoming lane or impede the traffic therein.

4.9.1.3. Limitations on Turning Around. Execute U-turn or 3-point turn only when it is clear for 500 feet in either direction and/or the maneuver won't impede the flow of traffic or create a safety hazard.

4.9.1.4. Turning Movements and Required Signals. The operator of a motor vehicle intending to make a left or right turn must continuously signal the intention beginning at least 100 feet before executing the turn.

4.9.2. No operator of a motor vehicle will suddenly stop or decrease speed without first giving the appropriate signal to traffic to the rear, when the opportunity exists. Move disabled vehicles on the roadway as far as possible out of the traffic flow and activate the 4-way emergency flashers. When the flashers are inoperative, use other reflective devices or flags to warn approaching motorists.

4.9.3. Use hand and arm signals while operating a bicycle or motor vehicle that is not equipped with turn signals or when such devices are inoperative.

4.9.4. There are special occasions when vehicle operators are required to yield and stop, often without warning. The most common occurs when retreat sounds. All vehicle operators will:

4.9.4.1. Come to a complete stop immediately when the first note of the Japanese National Anthem starts. Proceed only after the completion of the last note of the U.S. National Anthem.

4.9.4.2. Yield to fuel trucks at all times and locations.

4.10. Movement of Loads on Roadways.

4.10.1. Drivers who plan to move cargo upon the roadway must be aware of load capacities and other related requirements for the safe movement of cargo in or on their vehicle and others present upon the roadway.

4.10.2. Move cargo on roadways in motorized vehicles only when following these rules:

4.10.2.1. Do not overload vehicles when moving cargo.

4.10.2.2. Do not carry cargo if it is not secured to the vehicle.

4.10.2.3. If a truck or trailer has no sides or tailgate, cargo must be securely fastened.

4.10.2.4. If mounted cargo is higher than the truck sides and tailgate, cargo must be securely fastened.

4.10.2.5. Loaded cargo must not obstruct the driver's vision to the front, rear, and sides.

4.10.2.6. When mounted cargo extends beyond the length of the vehicle, display a red flag, 20 inches square in size, from the end of the farthest extended object. The flag must be visible from 500 feet. At night, a red light must take its place and be visible from the same distance.

4.10.2.7. Do not load trailers being towed by tugs so high that it prevents the tug operator from seeing the whole length of the trailer while in a seated position.

4.11. Towing of Vehicles.

4.11.1. Vehicles must be towed by using a rigid A-frame, I-beam, or commercially designed towing strap. (I-beam and towing straps require an operator in the towed vehicle). A white flag will be affixed to the rear of the vehicle in tow. From dusk until dawn, rear lights and turn signals on the towed vehicle will be used.

4.11.2. Towing vehicles will not exceed 30 KPH or go through any housing area in an attempt to take the shortest possible route to the final destination.

4.11.3. When removing a wrecked or damaged vehicle from the roadway, any glass or other material, which has dropped from the vehicle, will be removed by the owner(s) or tow agency of the vehicle(s).

4.12. Miscellaneous Roadway Operations.

4.12.1. Ensure all restraint systems (seatbelts) are used.

4.12.1.1. Upon notification of a seat belt violation, the applicable commander will suspend driving privileges immediately IAW paragraph 2.3.3. and Attachment 5.

4.12.1.2. Use U.S. Department of Transportation approved infant or child restraint devices (car seats) in POVs for children 4 years old or younger or up to 50 pounds in weight.

4.12.2. Yield to traffic when indicated by traffic signs at intersections. Specifically, operators are required to stop when there is a stop sign mounted on a pole or the word "stop" painted on the pavement or both at intersections. If there are no indications of a stop other than the limit line upon the roadway, the limit line only requires operators to yield the right of way but not come to a complete stop.

4.12.3. Do not straddle the centerline of the roadway.

4.12.4. Cross over the centerline only when executing an authorized passing or turning movement in a safe manner.

4.12.5. Do not use the sidewalk as a means of travel unless the area is designated as a temporary roadway.

4.12.6. Do not follow vehicles closer than one car length per each 15 KPH, except when executing a passing movement.

4.12.7. Allow a passing vehicle to complete the pass and not impede its movement.

- 4.12.8. Do not race on the highway or exhibit any form of speed (i.e., breaking traction, excessive revving of the engine, cutting corners at a high rate of speed, etc.).
- 4.12.9. Use headlights and reduce speed, as appropriate, while operating on roadways during periods of reduced visibility (twilight, darkness, and inclement weather). Operators will use headlights anytime windshield wipers are used. Do not use high beams when there is oncoming traffic.
- 4.12.10. Do not use fog lights in lieu of headlights.
- 4.12.11. Do not have flashing lights, neon lights, or vehicle light colors other than original equipment on the exterior of the vehicle. Lights described in this paragraph located inside the vehicle may not be visible from the exterior.
- 4.12.12. Do not operate a POV without a windshield, whether it is by design or not.
- 4.12.13. Do not operate a vehicle when continued operation would create a potential hazard to the operator or the general public (e.g., when the operator is sleepy, under the influence of alcohol/drugs, or ill).
- 4.12.14. Do not operate vehicle when the operator is physically unable to drive safely.
- 4.12.15. Do not operate a vehicle with passengers riding in the bed of a truck with any portion of their body extended outside the bed of the truck.
- 4.12.16. Do not operate a vehicle when people are seated on the raised edge of the truck body or block the operator's view.
- 4.12.17. Do not operate a vehicle if passengers are riding on top of cargo.
- 4.12.18. Do not operate a vehicle or bicycle while talking on cell phone.
- 4.12.19. Do not consume alcohol nor carry open alcoholic containers while operating a vehicle or as a passenger in a vehicle.
- 4.12.19.1. Alcoholic beverages will not be transported in the passenger's compartment of a vehicle after the original seal has been broken or removed for the first time. Vehicle operators and/or passenger(s) will NOT consume alcoholic beverages while in a vehicle. The operator will be cited in violation of this offense, and may lose their driving privileges. If found in violation, military personnel may be cited for violation of UCMJ Art 92, Failure to Obey an Order; civilian personnel will be cited for non-compliance of Misawa Community Standards. Operators of vehicles with open alcohol containers will be cited IAW Attachment 5.
- 4.12.20. Do not play stereo loud enough to hear from a distance of 15 feet outside the vehicle.
- 4.12.21. Do not operate a motor vehicle or bicycle while wearing headphones/earbuds.
- 4.12.22. Do not operate snowmobiles on MAB, except for government owned snowmobiles designated for official use only.
- 4.13. Vehicles will not have the following:
 - 4.13.1. Graffiti, written or sprayed, on them.
 - 4.13.2. Touch-up paint is authorized if it is in basic color and does not detract from the appearance of the vehicle.
 - 4.13.3. Multi-colored vehicles are acceptable as long as there is an obvious attempt at uniformity as opposed to random coloring.
 - 4.13.4. Vehicles must have a reasonable appearance. Vehicles with cracked finishes, or excessive primer paint that presents an unreasonable appearance, are not allowed.
 - 4.13.5. Adhesive or stick-on items on the two front driver passenger side windows. The only authorized items allowed to be on the windshield when operating are:
 - 4.13.5.1. Permanent or temporary vehicle inspection stickers.
 - 4.13.5.2. A periodic vehicle maintenance certificate.

- 4.13.5.3. Insurance sticker provided under the Automobile Damage Compensation Guarantee Law (JCI sticker).
- 4.13.5.4. USFJ Form 15A, US Forces Japan, base motor vehicle decal.
- 4.13.5.5. USFJ Form 15B, US Forces Japan, base motorcycle decal.
- 4.13.5.6. Government of Japan issued parking decal.
- 4.13.6. The use of tinted film is prohibited in the following areas:
 - 4.13.6.1. The windshield with the exception of the upper 20%.
 - 4.13.6.2. Passenger and operator side front windows.
- 4.13.7. On base major vehicle maintenance or bodywork will only be accomplished at the Auto Hobby Shop or AAFES garage.
- 4.14. Winter Operations.
 - 4.14.1. Traction devices are required on all motor vehicles from 15 Nov – 31 Mar, or as directed by the 35 FW/CC due to snow and ice conditions. Failure to comply with this instruction will result in a revocation of the operator's USFJ Form 4EJ for up to 1 year.
 - 4.14.2. Traction devices consist of four snow tires, four all weather tires, or chains on the drive wheels.
 - 4.14.3. Snow and ice will be completely cleared from vehicle windshields and windows, to prevent obstruction to vision. Remove excess snow from all other portions of the vehicle to minimize hazards for other drivers.
- 4.15. Emergency Response Vehicles.
 - 4.15.1. During emergency vehicle responses, all non-emergency vehicles must:
 - 4.15.1.1. Yield the right of way to all emergency-responding vehicles by pulling off the roadway as far left as possible to ensure a clear and safe passage of responding vehicles.
 - 4.15.1.2. Not follow any emergency vehicle within 500 feet.
 - 4.15.1.3. Not stop or park within 500 feet when emergency vehicles are already on scene of an incident.
 - 4.15.1.4. Not drive over hoses stretched across the roadway at the scene of a fire response unless directed by an on-scene traffic controller.
- 4.16. Operating Bicycles On Roadways. Bicyclists are considered part of the traffic when operating on roadways and must comply with the established rules of the road.
 - 4.16.1. All SOFA individuals and their family members will wear bicycle helmets IAW AFI 91-207, *The US Air Force Traffic Safety Program*, when operating a 2-wheel or 3-wheel, pedal operated conveyance. Riders are also encouraged to wear other protective equipment.
 - 4.16.2. Bicyclists will only ride their bicycles on roadways or designated bicycle paths; always traveling with the flow of traffic.
 - 4.16.3. All bicycles must be equipped with:
 - 4.16.3.1. At least one brake applied to the rear wheel.
 - 4.16.3.2. During night operation, a front lamp emitting a light that can be seen from a distance of 500 feet and a rear reflector that can be seen for a distance of at least 300 feet.
 - 4.16.4. Ride as near to the left edge of the roadway as possible, except when passing a parked vehicle, another bicyclist, or other object in their path.
 - 4.16.5. Not cling to any moving traffic.
 - 4.16.6. Wear brightly colored or contrasting outer upper garment during the day and reflective material during the night.
 - 4.16.7. Not hand-carry any packages, bundles, or objects, which will interfere with safe operation.

4.16.8. Do not wear headphones while operating a bicycle.

4.17. Operation of Motorcycles and Mopeds (applies on and off base)

4.17.1. All applicants who desire to operate any 2-wheeled motorized vehicle must report to the 35 FW/SEG to determine training requirements. Unlicensed 2-wheeled motor vehicle operators will be allowed to register a 2-wheeled vehicle in Japan 15 days prior to the scheduled course completion date. This allows the student time to ensure the motorcycle is street legal prior to the course. Personnel with prior Motorcycle Safety Foundation (MSF) training may receive a student permit 15 days prior to the scheduled course completion date. Proof of enrollment in the MSF course must be obtained from the 35 FW/SEG prior to a student permit being issued. Student permits allow the individual to drive on base only. Personnel unable to provide proof of prior MSF training will not be issued a permit to operate a motorcycle anywhere except the MSF range and only during the MSF class. Personnel not able to show proof of MSF training must trailer their motorcycle, or have a licensed rider drive it to the MSF range.

4.17.2. Before issuance of any on/off-base 2-wheeled vehicle license and decal, applicants must:

4.17.2.1. Complete a written motorcycle operator's test with a minimum passing score of 80%.

4.17.2.2. Complete the Traffic Safety Course II and a specialized orientation on motorcycle operations in Japan.

4.17.2.3. Complete MSF training.

4.17.2.4. All 2-wheeled vehicle licenses will be annotated with appropriate class, as defined by UFJI 31-205, par 2.3.3.1.1. To obtain a higher-class license, applicants must pass the practical examination for a larger size motorcycle.

4.17.3. All motorcycles are entitled to full use of the lane. No vehicle will be driven in such a manner as to deprive any motorcyclist of this entitlement. Mopeds will use the left third of the lane, except at intersections where they are entitled to full use of the lane.

4.17.4. No motorcycle or moped will be operated between lanes of traffic, between adjacent lines or rows of vehicles, on the unpaved shoulder of the road, or the left of single lanes of traffic.

4.17.5. Motorcycles or mopeds will not be operated two or more abreast in a single lane.

4.17.6. A passenger may ride on the permanent and regular seat of a motorcycle or moped only if the vehicle is designed for two persons. The passenger must be at least 5 years old and his or her legs must be long enough so their feet can rest on the passenger's foot pegs.

4.17.7. All packages and bundles must be secured to the motorcycle, moped, or person in such a manner that it will not interfere with the proper and safe operation of the vehicle.

4.17.8. All motorcycles and mopeds will be operated with the vehicle's headlights on at all times. The lights will not be covered or obscured by packages, bundles, or any objects affixed to the vehicle.

4.17.9. SOFA status motorcycle and moped operators and their passengers will wear hard boots, full-finger gloves, long-sleeved shirt or jacket, reflective vest with a minimum of 138 square inches (must be worn on top of the outer garment or backpack and can be seen from the front and the rear), fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation, the American National Standards Institute, or U.S. Department of Transportation. Operators will use impact-resistant goggles or a full-face shield that is attached to the helmet. Operators and passengers may use foreign-made helmets provided they meet or exceed these standards. These mandatory requirements also apply to All-Terrain Vehicle (ATV) operators.

4.17.10. Motorized scooters which require the operator to stand are prohibited on roadways. Operators will abide by all requirements in paragraphs 4.16.3.1. – 4.16.3.6. Examples of these types of scooters go by the name of “GoPeds” and “Scoot-n-gos.”

4.17.11. Any motorized vehicle not covered in this instruction is not authorized on MAB.

4.18. Other Command Policy Directives.

4.18.1. COMPACAF Zero Tolerance Policy on Non-usage of Seat Belts and Proper Motorcycle Personal Protective Equipment (PPE) is outlined in PACAF Supplement to AFI 91-207. Motorcycle operators who do not wear the appropriate PPE will be denied access to the installation.

4.18.1.1. Security forces personnel will assist wing safety personnel with required monthly seatbelt and motorcycle PPE checks when normal, on-duty manning allows support. The ability to support the monthly seat belt checks and non-compliance with motorcycle PPE rests with the on-duty 35 SFS Flight Chief or Operations Superintendent.

4.18.1.2. Scheduled monthly checks will not be rescheduled based on the non-availability of security forces personnel. Wing Safety personnel will still conduct the required checks unilaterally.

4.18.1.2.1. Wing safety personnel may be trained as traffic wardens to facilitate the issuance of DD Form 1408s solely for the purpose of complying with COMPACAF’s directive for conducting seat belt and motorcycle PPE checks.

4.18.2. High-Risk Driving.

4.18.2.1. High-Risk Driving is defined any vehicle driven on a manner where the driver intentionally or repeatedly causes the vehicle to abruptly skid (lose traction). High-risk driving is further defined as any activity where two or more drivers are engaged in any type of contest to test each other’s speed, driving ability, ability to skid, brake, or otherwise control a vehicle under artificial or extreme conditions. This includes activities known as “drifting.”

4.18.2.2. All SOFA status personnel and their dependents are prohibited from participating in any high-risk driving activity in Japan. Doing so will result in a revocation of that individual’s USFJ Form 4EJ for up to 1 year.

4.18.2.2.1. Participating in high-risk driving includes driving, being a willing passenger, being present for the purpose of watching high-risk driving or encouraging others to engage in high-risk driving.

5. DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Traffic Point System. The traffic point system provides a uniform administrative device to impartially judge driving performance. This system is not a disciplinary measure or a substitute for punitive action. Nothing in this table supersedes the installation commander or the designee’s prerogative to issue, suspend, revoke, adjust, deny or reinstate installation driving privileges unless prohibited by other instruction. Driving a vehicle (GOV or POV) on and off base is a privilege granted by the installation commander. All citations issued by a competent authority, to include but not limited to Japanese Police, USAF Security Forces, USN Master at Arms, properly trained parking wardens, etc, will be logged in Security Forces Management Information System (SFMIS) and assessed points, suspensions or revocations as outlined in this instruction. Refer to Attachment 5 for specific points and suspension/revocation periods.

5.2. Rebuttal of Traffic Citations.

5.2.1. When a violator receives a ticket and feels the ticket was unjustly issued, the violator can rebut the ticket. The violator must submit a memorandum, endorsed by the unit commander or

staff agency chief, specifically citing evidence that disproves the validity of the ticket within 5 duty days of issuance of the ticket. The memorandum and a copy of the ticket in question will be turned into Reports and Analysis Section (35 SFS/S-5/RA) for processing.

5.2.1.1. Unit commanders or Staff Agency Chiefs should decline the rebuttal if they believe the ticket was just. Commanders and Staff Agency Chiefs will only endorse rebuttals they feel are valid and forward the rebuttal for consideration.

5.2.2. 35 SFS will review the rebuttal package and only to determine that the offense is a legitimate traffic violation. If 35 SFS voids the ticket, the rebuttal process is complete and the violator is notified of the action taken through his commander, first sergeant, or agency chief.

5.2.3. If 35 SFS concludes the offense is a legitimate traffic violation, the ticket will be forwarded to the 35 SFS/CC with a recommendation of why the ticket is valid.

5.2.4. If the 35 SFS/CC concludes the ticket is valid, the ticket will be forwarded to the 35 MSG/CD.

5.2.5. 35 MSG/CD is the final authority for decisions required on all rebuttal/appeal packages.

6. IMPOUNDING PRIVATELY OWNED VEHICLES

6.1. Impoundment of Vehicles. The following procedures apply for towing, searching, impounding, and inventorying of POVs. A POV will be impounded when:

6.1.1. The owner is unidentified.

6.1.2. Abandoned.

6.1.3. Seized as evidence.

6.1.4. They are mechanically unsafe, defective, or in non-operational condition. This does not apply to minor vehicle defects that can be readily corrected (inoperative headlight, taillight, windshield wipers, etc).

6.1.5. The official seal securing the rear license plate has been removed. **Note: All rear license plates are attached with a circular, metal disk (official seal) affixed over one license plate screw.**

6.1.6. All vehicles in the above categories located off base may be towed and impounded when they are identified by Japanese authorities with a request for assistance. Security Forces Investigations impounds, releases, and disposes of all claimed and unclaimed vehicles. 35 LRS will provide logistics support to move vehicles.

6.1.7. Procedures. 35 SFS will complete a DD Form 1408 and DD Form 2504, Abandoned Vehicle Notice for suspected abandoned vehicles.

6.1.7.1. The pink copy of the ticket will be placed on the vehicle. The issuing authority will allow 72 hours via the DD Form 2504, for the owner to report to the Security Forces Control Center to clear the ticket and abandoned vehicle notice.

6.1.7.1.1. If the owner reports within 72 hours and has resolved the abandoned vehicle issue, the abandoned vehicle notice and the ticket will be annotated. No further action is required.

6.1.7.1.2. If the owner does not report within 72 hours, the DD Form 2504, will be forwarded to Security Forces Investigations and the DD Form 1408, will be forwarded to Reports and Analysis (35 SFS/S-5/RA). Security Forces Investigations will attempt to identify/locate the registered owner of the vehicle. If unable to do so, the vehicle will be impounded and disposed of in accordance with applicable instructions.

6.2. The following forms will be accomplished for each impounded vehicle: DD Form 2506, Vehicle Impoundment Report; and DD Form 2507; Notice of Vehicle Impoundment;

6.2.1. Disposition of Impounded Vehicles. Owners of impounded vehicles must produce a valid base registration from the Pass and Registration Office before a vehicle is released by Security Forces Investigations.

6.2.2. When ownership is verified, Security Forces Investigations will complete the reverse side of the DD Form 1408 and forward it, via Reports and Analysis, to the individual's commander.

6.2.3. When all attempts to identify the vehicle owners have been exhausted the DD Form 2504 will be annotated and the vehicle will be disposed of IAW AFI 31-206, *Security Forces Investigations Program* and DOD 4160.21-M, *Defense Reutilization and Marketing Manual*.

6.3. Disposition of Abandoned Vehicles after Impoundment.

6.3.1. A vehicle is considered abandoned 45 days after making a reasonable good faith effort to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle.

6.3.2. Once a vehicle has become the lawful possession of the Air Force, installation commanders have considerable latitude in determining the disposition options.

6.3.2.1. When the registered owner can be identified and is still assigned/located at MAB, the owner and assigned unit will be responsible for disposition of the vehicle within 5 duty days.

6.3.2.2. When the registered owner can be identified but, has permanently PCS'd/departed MAB, disposition of the vehicle will be the responsibility of the unit/organization the owner of the vehicle was last assigned. Units/organization Resource Advisors will utilize unit O&M funds via the Government-wide Purchase Card (GPC) to pay for all fees associated with disposing a vehicle by an off base company. Upon notification to the unit of the abandoned vehicle, the unit or organization has 14 days to complete the junking process and pay all associated fees. Unit Resource Advisors may work with 35 CPTS to recoup associated costs from the registered owner.

6.3.2.3. Defense Reutilization Marketing Office (DRMO) will only be used when the registered owner cannot be identified and funding is not available to dispose of vehicles through an off base company. DRMO steps are outlined in DoD 4160.21-M and DRMS-I 4160.14, Volume II, *Warehousing for DRMS and DRMOs*.

7. DRIVING DURING WINTER MONTHS

7.1. Parking Lot Snow Removal Schedule

7.1.1. The 35 CES will determine and advertise times and days for clearing snow, as required, from parking lots.

7.1.2. All individuals on base must move their vehicle from the designated parking lots to allow snow removal operations. On days when snow is present, prominent signs will be displayed to remind individuals of snow removal operations and their responsibility to remove their vehicles from the impacted parking lots to allow snow removal operations.

7.1.3. Individuals failing to remove their vehicles on snow removal days may be subject to adverse actions, as well as ticketing, towing and possible driving privilege suspension based on the following guidelines:

7.1.3.1. 1st offense, towing,

7.1.3.2. 2nd offense, towing/30 day suspension,

7.1.3.3. 3rd offense, towing/60 day suspension.

7.1.4. Unit First Sergeants or equivalents will notify Reports and Analysis when an individual was put on a 30 day suspension for violation of the above guidelines.

7.2. Prescribed Forms:

35 FW Form 54, Application for Vehicle Registration.
35 FW Form 71, Military Registration and Certificate of Title of Motor Vehicle.
35 FW Form 95EJ, Local National Vehicle Registration Decal.
35 FW Form 97EJ, Confirmation of Procedures for POV Registration/Transaction.
35 FW Form 162, Misawa Long Term Parking Request.

7.3. Adopted Forms:

AF Form 483, Certificate of Competency
AF Form 847, *Recommendation for Change of Publication*;
AF Form 2293, Operators Permit for Government Vehicles
USFJ Form 4EJ, U.S. Forces
USFJ Form 15A, Vehicle Registration Decal (for Use on 4-Wheel Vehicles),
USFJ Form 15B, Vehicle Registration Decal
DD Form 1408, Traffic Ticket, Armed Forces
DD Form 2504, Abandoned Vehicle Notice
DD Form 2506, *Vehicle Impoundment Report*
DD Form 2507; *Notice of Vehicle Impoundment*;
Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card.

DAVID R. STILWELL, Colonel, USAF
Commander

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

AFI 204 *Air Force Motor Vehicle Traffic Supervision*
AFI 31-201 *Security Police Standards and Procedures*
USFJI 31-205 *Motor Vehicle Operations and Traffic Supervision*
AFMAN 31-201, V7 *Security Forces Administration and Reports* DD Form 1408 Armed Forces Traffic Ticket
AF Form 2293 U.S. Government Motor Vehicle Operator's Identification Card
MAB Form 71 Registration and Certificate of Title of Motor Vehicle
USFJ Form 4EJ Civilian Vehicle Operators Permit
35 FW Form 97EJ Confirmation of Procedures for POV Registration/Transaction

Abbreviations and Acronyms:

CSF—Chief, Security Forces
DoD—Department of Defense
DUI—Driving Under the Influence
GOJ—Government of Japan
GOV—Government Owned Vehicle
GSU—Geographical Separated Unit
JCI—Japanese Compulsory Insurance
JNP—Japanese National Police
MAB—Misawa Air Base
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
POA—Power of Attorney
POV—Privately Owned Vehicle
ROI—Report of Investigation
SF—Security Force(s)
SFA—Security Forces Administration
SFAR—Security Force Reports and Analysis
SFCC—Security Forces Control Center
SFO—Security Forces Operations
S3/OS—Security Force Operations Law Enforcement
SFOP—Security Force Pass and Registration
SOFA—Status of Force Agreement
USFJ—United States Forces Japan
U.S.C.—United States Cod

Attachment 2
SAMPLE LETTER FOR LIMITED/RESTRICTED DRIVING PRIVILEGES

DEPARTMENT OF THE AIRFORCE
PACIFIC AIR FORCES



Date

MEMORANDUM FOR 35 SFS/SF-5/RA

FROM: UNIT/CC

SUBJECT: Restricted Driving Privileges for A1C John Doe, 35 SFS/XXXXX

1. I request restricted driving privileges for the following reasons:
 - a. Mission Essential: His current duty schedule is rotating swings and midnight shifts. He is an emergency responder, and is on 24-hour call. Limited driving privileges will allow him to respond to situations on base.
 - b. Family Hardship: A1C John Doe is a single parent and resides off base. He has two school age children that have a skin infection requiring weekly hospital appointments for 2-months. Limited driving privileges will allow him to provide transportation for his children's medical care.
 - c. If authorized he will use the following vehicle and routes of travel:
 - 1) 1988 white Mazda four-door, license plate number H56 Y XXXX
 - 2) Falcon, Friendship, and Independence drive to go to and from work.
 - a) The only authorized stops will be Sollars Elementary School, base gas station, and the base hospital for emergency purposes only.
2. He has attended the substance abuse alcohol program for individuals involved in an intoxicated (Drug or alcohol) motor vehicle incident.
3. If you have any questions please contact me at 226-XXXX.

Unit Commander/Agency Chief
Signature Block

NOTE: Identify the vehicle to be driven, the location, and occasion during which the vehicle can be driven.

Attachment 3
30-DAY ADDITIONAL VEHICLE WAIVER



Date

MEMORANDUM FOR 35 SFS/S-5/PI

FROM: Your Name Here
Office Symbol

SUBJECT: Request a 30-day Temporary Vehicle Waiver

1. Temporary vehicle waivers are authorized if a short-term requirement purposes such as disposing of, or selling your current vehicle. There are no extensions to this waiver.

(Acknowledgment of the following conditions must be included in the letter)

a.) Only one waiver may be submitted per family in any 6-month period. Once the vehicle is deregistered the vehicle waiver is no longer valid, no matter if you purchase another vehicle within the 30 days.

b.) During this 30-day period, I will be issued a temporary vehicle pass and I am responsible for maintaining valid insurance and all required documents, such as JCI, Road Tax, Base registration, and the Japanese title.

c.) If I do not comply with my vehicle authorization limit within 30 days, I will have 7 days to dispose of my vehicles to comply with my authorized vehicle limit or risk being issued a citation for Failure to Register/Deregister Vehicle and possible suspension of driving privileges for up to 60 days.

d.) This vehicle waiver will not be used for the purpose of buying or selling vehicles for monetary gain.

2. If you have any questions, please contact me at DP: 226-XXXX/HP XXX-XXXX e-mail: YOUR.NAME@misawa.af.mil. My current house address is XXXX. Thank you for your consideration in this matter.

YOUR NAME HERE, RANK, USAF
NCOIC, XXXX

1st Ind Requestor's rank and name, (Date, Request a Permanent Vehicle Waiver)

35 XXX/CC (YOUR COMMANDER)

MEMORANDUM FOR 35 SFS/CC

Recommend approval/disapproval.

JOHN E. DOE, Col, USAF
Commander, 35th Squadron Name

2d Ind, 35 SFS/CC

MEMORANDUM FOR 35 SFS/S-5/PI

Approved/Disapproved.

FIRST M. LAST, Maj, USAF
Commander, 35th Security Forces Squadron

Attachment 4
Permanent Vehicle Waiver



Date

MEMORANDUM FOR 35 SFS/S-5/PI

FROM: Your Name Here
Office Symbol

SUBJECT: Request a Permanent Vehicle Waiver

1. Permanent vehicle waivers are approved by the 35 SFS/CC for bona fide exceptional needs only, that can not be mitigated without an additional vehicle. Justification should be specific and include as much information as possible. The duration of the waiver will not exceed the requester's DEROS date.

(Acknowledgment of the following conditions must be included in the letter)

- a. Only one waiver may be submitted per family in any 6-month period.
- b. This vehicle waiver will not be used for the purpose of buying or selling vehicles for monetary gain.
- c. Current number of vehicles already registered to your name or household.

2. If you have any questions, please contact me at DP: 226-XXXX/HP: XXX-XXXX or e-mail: YOUR.NAME@misawa.af.mil. My current house address is XXXX. Thank you for your consideration in this matter.

YOUR NAME HERE, RANK, USAF
Duty Title

1st Ind to Requestor's Office Symbol, Date, Request a Permanent Vehicle Waiver

35 XXX/CC (YOUR COMMANDER)

MEMORANDUM FOR 35 SFS/CC

Recommend approval/disapproval.

JOHN E. DOE, Col, USAF
Commander, 35th Squadron Name

2d Ind, 35 SFS/CC

MEMORANDUM FOR 35 SFS/S-5/PI

Recommend approval/disapproval.

FIRST M. LAST, Maj, USAF
Commander, 35th Security Forces Squadron

Attachment 5
Violation Point Matrix

Description of Violation	Points	Suspension or Revocation
Abandoned Vehicle	0	Vehicle Towed
Knowingly and willfully permitting a physically impaired person to operate the owner's motor vehicle.	0	6 Month Suspension
Allowing an unlicensed driver to operate a vehicle or driver under suspension or revocation	0	6 Month Suspension
Driver involved in accident and deemed responsible.	1	
Driving a vehicle off-base with a on-base license only	0	6 Month Suspension
Driving a vehicle off-base with on-base restricted license only	0	6 Month Suspension
Driving on student driver permit without a licensed driver in vehicle	0	6 Month Suspension
Driving too fast for conditions	3	
Driving too slow causing potential hazard	2	
Driving under a Suspension or Revocation		2 Year Revocation
Driving under the influence of a narcotic or drug	0	1 Year Revocation
Driving with expired base registration	3	
Driving with expired license, USFJ Form 4EJ	3	
Driving without a license being Issued. USFJ Form 4EJ	0	6 Month Suspension
Driving without a license on person. USFJ Form 4EJ	3	
Driving without road tax		6 Month Suspension
Driving without Compulsory Insurance (JCI) and Liability Insurance		
1. Driver is the owner of the car and driving	0	6 Month Suspension
2. a. Driver has borrowed the car and not the owner	6	
b. Owner		6 Month Suspension
3. Family Car: If the driver is owner's dependent		
a. Owner will receive		6 Month Suspension
b. Driver will receive	6	
Driving without proof of insurance, but has current insurance	3	
DWDI (Driving While Drinking Indicated) BAC = 0.03% - 0.079%	0	6 Month Suspension
DUI (Driving Under the Influence)		
BAC = 0.08% - 0.149%	0	1 Year Revocation
BAC = 0.15% or greater	0	2 Year Revocation
DWDI/DUI = Second offense.	0	2 Year Revocation

Failure to properly display license plates	3	
Failure to Obey Traffic signal or Devices, Official	4	
Failure to stop for base bus, flashing lights	0	1 Week Suspension
Failure to stop for personnel walking in crosswalk	3	
Failure to stop for school bus or crossing signal	0	1 Week Suspension
Failure to utilize seat belt (Driver responsible/receives ticket for all violations by passengers). a. 1st Offense b. 2nd Offense within a 12 month period c. 3rd Offense within an 18 month period	0	1 Month Suspension 3 Months Suspension 1 Year Revocation
Failure to utilize seat belt restraint for child (same as Failure to utilize Seat belt a, b, and c.)		
Failure to wear required Personal Protective Equipment. (motorcycle) a. 1st Offense b. 2nd Offense within a 12 month period c. 3rd Offense within an 18 month period	0	1 Month Suspension 3 Months Suspension 1 Year Revocation
Failure to yield right of way	4	
Failure to yield right of way to emergency vehicle	4	
Failure to yield, no official sign	4	
False statement - making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles.		1 Year Revocation
Flee scene attempting to elude police	0	6 Month Suspension
Flee scene of accident Hit and Run (no injuries)	0	1 Year Revocation
Flee scene of accident with injuries	0	1 Year Revocation
Following too close	4	
Improper Lane Change	4	
Improper Overtaking	3	
Improper Passing	4	
Improper turning movements no signal	3	
Inattentive Driving	3	
Loud stereo, (Hear from a distance of 15 feet outside vehicle)	3	
Mental or physical impairment to degree incompetent to drive		6 Month Suspension
No vehicle registration in possession	3	
Not stopping for playing of Japanese/American Anthem	3	

Open Alcohol Container	0	30 Day Suspension
Operating an unsafe vehicle	2	
Other moving violations, driver behavior	3	
Parking Violations, General	0	
Parking, 15 ft from fire hydrant		1 Week Suspension
Parking, Fire lane		1 Week Suspension
Parking, Handicap		4 Week Suspension
Parking, Obstruction of traffic		1 Week Suspension
Parking, Reserved		1 Week Suspension
Speed Contest	0	90 Day Suspension
Receive 12 points within 1 year		6 Month Suspension
Receive 15 points within 1 year		1 Year Revocation
Receive 3 tickets within 12 months		60 Day Suspension
Receive 6 tickets within 12 months		1 Year Revocation
Reckless Driving	0	3 Month Suspension
Reckless Driving, personal injury	0	6 Month Suspension
Refusal of Breath, Blood, Urine Test. (BAC)	0	2 Year Revocation
Refusal to submit to a Base Entry Checkpoint/Random Antiterrorism Measure Inspection	0	1 Year Revocation
Speeding – 1-10 KPH over speed limit	3	
Speeding – 11-15 KPH over speed limit	4	
Speeding – 16-20 KPH over speed limit	5	
Speeding – 21-24 KPH over speed limit	6	
Speeding – 25-29 KPH over speed limit	0	30 Day Suspension
Speeding – 30 KPH or more over speed limit	0	3 Month Suspension
Speeding in a school zone, as designated by individual posted signs when school is in session or any time when children are present for a school function.		Double the points
Talking on Cell Phone while driving	0	30 Day Suspension
Snow Removal 1st Offense 2 nd Offense 3 rd Offense		Towing plus: 30 Day Suspension 60 Day Suspension
Unauthorized Tinted windows	3	

Unsafe Backing	3	
Underage Drinking		6 Month Suspension
Wearing headphones while driving	3	
Failure to Report	Double points	

Attachment 6

Long-term Parking Form

The next page contains the form needed to register any vehicle which will be kept at the Long-term Parking Area (Rocky's Roost).

MISAWA LONG TERM PARKING REQUEST						Date of Request:																		
<small>NOTE: Due to the limited parking space availability, requests for Long Term Parking (LTP) must be submitted five (5) working days in advance of the dates requested. I understand that parking is only designated at Rocky's Roost located at the corner of Falcon Drive and Lincoln Drive. A copy of approved Leave Papers, TAD, or TDY Orders must be submitted with this request. If this request is approved, I will ensure that the LTP Pass issued to me is properly placed on my vehicle dashboard during the entire duration of the requested parking period. With this in mind I request the following:</small>																								
FULL LEGAL NAME			RANK/GRADE	UNIT/SQUAD/RO	WORK TELEPHONE																			
PARKING DATE REQUEST FROM: TO:			REASON FOR REQUEST																					
VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VEHICLE COLOR	LICENSE PLATE NUMBER	JOI EXPIRATION																			
CONTACT INFORMATION FOR POINT OF CONTACT STAYING IN THE MISAWA AREA WHO WILL HAVE PHYSICAL POSSESSION OF THE ABOVE VEHICLE'S KEYS																								
FULL LEGAL NAME			WORK TELEPHONE																					
Pre-existing Vehicle Damage (Indicate type of damage by corresponding number.) <div style="display: flex; align-items: flex-start; margin-top: 10px;"> <div style="flex: 1;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>1.</td><td>10.</td></tr> <tr><td>2.</td><td>11.</td></tr> <tr><td>3.</td><td>12.</td></tr> <tr><td>4.</td><td>13.</td></tr> <tr><td>5.</td><td>14.</td></tr> <tr><td>6.</td><td>15.</td></tr> <tr><td>7.</td><td>16.</td></tr> <tr><td>8.</td><td></td></tr> <tr><td>9.</td><td></td></tr> </table> </div> <div style="flex: 1; text-align: center;"> </div> </div>							1.	10.	2.	11.	3.	12.	4.	13.	5.	14.	6.	15.	7.	16.	8.		9.	
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5.	14.																							
6.	15.																							
7.	16.																							
8.																								
9.																								
Legal Signature of Owner: _____ <small>I, _____ (Printed Full Name of Supervisor/First Sergeant) confirm the above damage is true and correct to the best of my knowledge.</small> Legal Signature of Supervisor/First Sergeant: _____																								

MAB LONG TERM PARKING PERMIT				Display In Lower Right Corner of Windshield
PARKING DATE REQUEST FROM: TO:		REASON FOR REQUEST		DATE ISSUED
VEHICLE MAKE	VEHICLE MODEL	VEHICLE YEAR	VEHICLE COLOR	Pass and Registration Stamp
REGISTERED OWNER		LICENSE PLATE NUMBER		
SFS PASS AND REGISTRATION APPROVING OFFICIAL (RANK, FIRST INITIAL, LAST NAME) _____ APPROVING OFFICIALS SIGNATURE _____				